

PROGRAM OVERVIEW

The Idaho Americans with Disabilities Act (ADA) Curb Ramp Program is a state-administered program that provides funding for projects to address curb ramps on the state highway system. The goal of the program is to provide accessible facilities for pedestrians with disabilities while allowing local jurisdiction flexibility in meeting the required standards. The Idaho Transportation Department (ITD) is allocating \$500,000 of state funds annually for this program. Applicants can qualify for up to \$60,000 in state funding to construct new or alter existing curb ramps on the state highway system to meet the requirements of the ADA. Funds can only be used for construction purposes. This program provides local communities more control over the design of pedestrian facilities in their communities and makes better economical use of dollars through the use of state funds while addressing accessibility on the state highway system. Applicants applying in 2015 should be prepared to begin construction in May, 2016.

ELIGIBILITY REQUIREMENTS

Eligible applicants include local jurisdictions (cities, counties, highway districts) and tribal governments. Eligible projects are restricted to the construction of curb ramps. Project construction must be completed within 1 year from the execution of the Cooperative Agreement. If the criteria or other requirements of this application are not met, the application will be rejected.

If selected, the applicant's project manager is required to attend the provided Curb Ramp Instruction Class (see Program Schedule for more information).

Successful applicants agree to disperse Curb Ramp Program funds in compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990 (ADA), to ensure their actions and activities do not discriminate on the basis of race, color, national origin, sex, age, or disability.

SELECTION PROCESS

Project applications can include multiple curb ramp locations. Each curb ramp location will be individually evaluated by a review panel consisting of staff from the following agencies:

- Idaho Transportation Department
- Federal Highways Administration – Idaho Division
- LHTAC

Individual curb ramp improvement projects will be selected for award based on project need as described in the following sections.

PROJECT NEED

The need to improve a curb ramp will be evaluated based on the following criteria.

1. ITD Transition Plan Priority

The ITD Transition Plan prioritizes each non-compliant curb ramps based on location relative to places of interest (demand) and the physical characteristics of the ramp related to compliance. Each curb ramp in the project application will receive a score based on the priority established in the ITD Transition Plan. High priority ramp locations will receive 20 points, medium priority ramp locations will receive 10 points, and low priority ramp locations will receive 5 points. Non-compliant curb ramps on the State Highway system, not listed on the ITD Transition Plan, may be included and will receive 5 points.

2. Previous Awardee History

Applicants that have not met the requirements of prior Cooperative Agreements will be ineligible for funding.

3. New Applicants

Applicants that have not previously been awarded funds will receive preferred status.

REFERENCE MATERIALS

The following reference materials are included to aid a potential applicant in identifying and prioritizing eligible projects.

- ITD ADA Transition Plan – includes a list of non-compliant curb ramps on the State Highway system and its priority/schedule for improvement. <http://itd.idaho.gov/ocr/ocrADARESOURCES.aspx>
- Sample Cooperative Agreement
- Curb Ramp Standard Drawings H-1 and H-2 Series
http://www.itd.idaho.gov/design/StandardDrawings/All_Standards_2014-12.pdf
- Form ITD 0288 Curb and Ramp Inspection *October 2014*

FREQUENTLY ASKED QUESTIONS

The following frequently asked questions are included to aid potential applicants in identifying and addressing potential questions or concerns.

- **When does the awardee receive funding?**
 - The awardee will receive the funds once the agreement is fully executed and they have the notice to proceed. Then a written request for funds can be submitted by the awardee to ITD.
- **How does the awardee receive the funding?**

- The awardee they will receive a check from ITD for the awarded amount after a written request has been received.
- **Are these State Funds or Federal Funds?**
 - State Funds
- **Are Davis-Bacon wages required for Contractors or if the work is completed by City forces?**
 - No. This is not a requirement of using State Funds.
- **Does the ADA Curb Ramp Program have to be bid or can a jurisdiction do some of the work with their own forces? If the jurisdiction can assist, can they use the award to pay for their services? What records does the jurisdiction need to keep?**
 - Yes, awardees can use their own forces. Keep a record of the time and resources utilized as well as all receipts and backup documentation.
- **If the construction bids come in higher than the available funds, can we build only those ramps that are within budget and put the others on hold for future funding?**
 - The awardee will be responsible for providing all funding necessary for the work over and above the funds they are awarded. In the event that there are ramps that aren't going to be completed, the awardee will be required to refund the State the amount paid under their agreement. Additionally, the completion rate will be taken into consideration during the application process. Estimates MUST be accurate as no additional monies are available after award.
- **If the project is advertised for bid and bids come in lower than expected, can the awardee use the surplus available funds to construct additional curb ramps?**
 - The awardee should notify ITD that funds remain and specify which additional curb ramps will be constructed with the surplus funds.
- **Is any additional permit(s) required for construction work?**
 - YES, Due to the associated work being within the highway right of way a form ITD2111, Right of Way Encroachment Application and Permit Other Encroachments, will require the Idaho Transportation Department approval prior to work starting.
- **How are applications submitted? Who is the contact person?**
 - Applications must be submitted via email to Jared.Holyoak@itd.idaho.gov with the subject line "ADA Curb Ramp Application". Jared can be reached at 208-334-8168.

PROGRAM SCHEDULE

Action	Description	Applicable Date / Times	Responsible Party
Call for Applications	Project applications will be made available to the public on the ITD website (www.itd.idaho.gov). Notifications will be sent via LHTAC, the Idaho Association of Idaho Cities, the Idaho Association of Counties, and the bicycle/pedestrian email database.	March 20, 2015	ITD Curb Ramp Grant Officer
Submit applications to ITD	Only electronic copies will be accepted. Send to: jared.holyoak@itd.idaho.gov	April 24, 2015	Applicant
Eligible Applications provided to Review Panel	Ineligible applications will be returned to applicants for potential re-submittal the following year.	April 27, 2015	ITD
Eligible applications reviewed and scored	See Selection Process, described in the previous section, for more detail.	April 27-28, 2015	Review Panel
Recommendations for Award presented to ITD Board	The recommendations are presented to the board for approval and inclusion into the draft ITIP.	June 2015 ITD Board meeting	ITD
ITIP Approval		September 2015	Idaho Transportation Board
Project Awards Announced	ITD will notify individual project sponsors by letter.	September 2015	ITD
Projects Design/ Engineering	Funds from this program can only be used for construction. Local project sponsors are responsible for developing their own design plans as needed.	Sept. 2015 – June 2016	Local Project Sponsor
Attend Training Workshop (REQUIRED)	Each project's project manager <u>must</u> attend this training once. The applicant may invite others involved to attend.	Sept. 2015 – Oct. 2015	Local Project Sponsor
Sign Cooperative Agreement	ITD staff will prepare a cooperative agreement for signature. This agreement outlines the responsibilities of both parties and must be approved by appropriate local official (s).	no later than May 1, 2016	ITD/ Local Project Sponsor
Funds made available to Local Project Sponsor	One hundred percent (100%) of the awarded funds will be made available to the Local Project Sponsors after July 1, 2016	July 1, 2016	ITD

Action	Description	Applicable Date / Times	Responsible Party
Project Construction	Projects must be completed within one year from execution of cooperative agreement.		Local Project Sponsor
ITD Final Review	ITD district staff may perform a final site review and inspection for compliance with ADA. Any projects not meeting ADA requirements will be required to make corrections at their own expense.	No later than May 15, 2017	District Office

PROJECT APPLICATION

Only one project application is allowed per Local Project Sponsor. An application can include multiple curb ramps.

SECTION 1 - APPLICANT INFORMATION

Project Sponsor			
Contact Name			
Title			
Phone Number		Email Address	
Address			
Proposed Project Manager/Title			
Phone Number(s):		Email Address:	

SECTION 2 - CURB RAMP APPLICATION REQUIREMENTS

Please provide the following information for each curb ramp location included in your application in the table on the next page. Attach additional pages if needed.

Location: Include the Ramp ID from the ITD ADA Transition Plan. Note that only curb ramp locations on the state highway system are eligible under this program. Off-system locations will not be considered. For ramps not listed in the ITD ADA Transition plan, these should be identified by State Route and cross-street.

Priority: List the priority shown in the ITD ADA Transition Plan or other if the ramp is not listed in the plan.

Cost: Provide the amount of funding requested from ITD for each curb ramp.

CURB RAMP LOCATIONS

Location (Include Ramp_ID from ITD ADA Transition Plan)	Priority (High, Medium, Low, or other)	Curb Ramp Cost

Has the applicant previously been awarded funding under this program?

☐ YES

☐ No

If yes, have the requirements of the previous project's cooperative agreement been satisfied?

☐ Yes

☐ No

How will the construction work be performed?

☐ Applicant's forces

☐ Contractor